NBC Website Instructions

http://ideasec.nbc.gov (Control + click to access the website)

All National Park Service "Requests for Proposals" are posted here for viewing. Although, FedBizOpps also lists the project, it will not contain the Specs and Drawings. Please follow the directions below to access the documents associated with Announcements, Solicitations and Amendments. The numbers and titles in this document are provided as an example only. Please use the correct solicitation number for your particular project.

Announcements: Announcements are also called a Pre-Solicitation Notice or a Synopses. This announcement notifies potential offerors that a Solicitation will soon be posted, normally 15 days after the Announcement date. It will contain a brief description of the project to include such items as; location, price range, points of contact, etc., and any possible small business set-asides that might be included in the project. Normally there will not be actual documents available for viewing during this time. All documents required for bidding purposes will be supplied once the official Solicitation is issued.

Under "Quick Search" located on the left-hand side of the page, type in the Solicitation Number and hit submit.



• For (Enter Park Project) use this number (Solicitation Number)



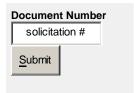
The Announcement will appear on the next page.

Solicitations: A Solicitation is considered the "Request for Proposal." Within this document are the terms and conditions, the Contract Clauses, the Criteria for Proposal Evaluation, Instructions for creating a Proposal, timelines for Proposal submission, etc. The Solicitation will be on the street for at least 30 days but can be posted longer if the National Park Service feels that is necessary.

Request for Proposal, Specifications, Drawings and other associated documents

Under "Quick Search" located on the left-hand side of the page, type in the Solicitation Number and hit submit.

Quick Search



• For (Enter Park Project) use this number (Solicitation Number)

Select "Solicitation"

Document Number	Document Type	Agency	Document Title	
N602006090	Announcement	National Park Service	Homestead Heritage Center	
N602006090	Solicitation	National Park Service	HOME 060019 Heritage Center	

In the Blue box, click on "Clauses and Attachments"



- Scroll down the next page, the required attachments will be available.
- The "Clauses" Attachment is the actual Request for Proposal
- The Specifications are also attached here.

Amendments: Amendments are changes to the "Request for Proposal." They must all be reviewed, complied with and acknowledged when a potential offeror submits their proposal. When submitting Proposals, there is a block on the Award documents that a potential offeror is required to check off indicating that they comply with all the amendments. Amendments may include Scope changes, corrected documents like drawings and specs, etc. It is advised that potential offerors visit the National Business Center website daily to check for new amendments.

Under "Quick Search" located on the left-hand side of the page, type in the Solicitation Number and hit submit.



• For (Enter Park Project) use this number (Solicitation Number)

Select "Solicitation Amendment". Make certain to check this website with regularity as Amendments can be posted at any time the National Park Service feels necessary.



In the Blue box, click on "Clauses and Attachments"



• Scroll down the next page, the required attachments will be available.

Bidder's Mailing List

In order to register as a Bidder, you must acquire a DUNS number and must be registered with Central Contractor Registration (CCR), which will provide the MPIN (a personal code that your company creates in CCR) number, also needed to sign into the National Business Center website. This website will be the starting point in acquiring your registrations:

- <u>www.ccr.gov</u> Follow the directions at CCR to obtain your DUNS and MPIN number.
- Once you are registered with CCR, normally at least a 48 hour process, you may then register on the National Business Center website as a bidder, via the "Vendor Interest" link.

Follow the above directions to get to this blue box, using the "Quick Search" link.



Viewing Bidders on the "Bidders Mailing List"

In order to view those vendors who have already signed up on the "Bidders Mailing List", click on the blue link in the blue box.

Follow the above directions to get to this blue box, using the "Quick Search" link.

